



**WING HEADQUARTERS - COLORADO
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
360 West Otis Street
Peterson Air Force Base, Colorado 80914**

Sent via electronic mail

17 February 2005

MEMORANDUM FOR COLORADO WING

FROM: COWG/CS

SUBJECT: Use of Colorado Wing E-Mail Distribution List

1. The purpose of the Colorado Wing e-mail distribution list is for communication of official CAP business.
2. The distribution list is intended to be used for items that pertain to wing, region, and national CAP activities that need a wide distribution. Approved items include messages such as press releases from CAP NHQ, training announcements, and informational items from staff and command personnel.
3. The distribution list is not intended for personal use (e.g. wedding announcements, political messages, jokes), locating contact information, looking for class schedules, stating opinions about why an accident or SAR situation occurred, or selling items (e.g. services, uniforms, equipment).
4. Please utilize the resources at your disposal including, but not limited to, wing, region, and national web sites, and the chain of command to answer questions. Develop distribution lists within your squadron and group for items pertaining only to a certain segment of the organization.
5. Anyone using the distribution list to send items that are deemed not official CAP business will lose their privileges at a minimum. Further action may be taken based on the type of message sent. If there is a question about what you are about to send, please ask for a review from the Web Master, 2nd Lt Steve Hamilton. His contact information can be found on the Wing web site.
6. Thank you for your attention to this important matter.

Regards,

// signed //

DAVID M. HURTADO, Major CAP
Chief of Staff

cc: COWG/CC
Wing Web Master, 2nd Lt Steve Hamilton